



COUNTY RECORDER RETENTION SCHEDULE (CORECSCH) Indiana Commission On Public Records - County Records Management

Date approved by the Oversight Committee on Public Records May 19th, 1999. <u>April 20th, 2005</u>	Name of county adopting retention schedule	Date adopted by the County Commission of Public Records
Director, Indiana Commission on Public Records/State Archivist Signature	Printed name Jim Corridan	
Chairperson of the County Commission of Public Records Signature	Printed name	
Secretary of the County Commission of Public Records Signature	Printed name	

THIS SCHEDULE MAY BE USED ONLY AFTER ADOPTION BY THE COUNTY COMMISSION OF PUBLIC RECORDS.

INSTRUCTIONS:

1. Records listed on this schedule may be destroyed upon **completion** of a Notice of Destruction, State Form 44905 and distribution of copies of the form to the Clerk of the Circuit Court of the County and to the INDIANA COMMISSION ON PUBLIC RECORDS / STATE ARCHIVIST, 402 West Washington Street W472, Indianapolis, IN 46204.

2. All records NOT LISTED on this approved schedule can be destroyed or transferred only by completing a Request for Permission to Destroy or Transfer Certain Public Records (PR-1), State Form 30505, and by obtaining approval of the COUNTY COMMISSION OF PUBLIC RECORDS and the INDIANA COMMISSION ON PUBLIC RECORDS / STATE ARCHIVIST.

3. This schedule is to be used in conjunction with the most recent County General Retention Financial Schedule (COGRFIN).

GUIDELINES:

Permanent records may be maintained either in the original format or on microfilm that meets standards outlined in 60 IAC 2 or Administrative Rule 6 (Court Records).

Microfilmed records may be DEPOSITED OR TRANSFERRED according to the retention period outlined for that record.

SECURITY/ORIGINAL roll of microfilm to be stored offsite in secure location. Duplicate rolls for office use.

Electronic records and computer printouts that include data from more than one (1) form must be retained for the longest retention period for all included forms.

Any STATE BOARD OF ACCOUNTS forms approved for use in lieu of prescribed forms are subject to the same retention requirements.

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Revised April 20th, 2005 by the Oversight Committee on Public Records/Indiana Commission on Public Records.

Replaces County Recorder Retention Schedule (CRRS) 10 March 1993

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RECORD SERIES NUMBER TITLE/DESCRIPTION	RETENTION PERIOD
ENTRY OF INSTRUMENTS FOR RECORDING	
CORECSCH 1. ENTRY BOOK [IC 32-1-2-27]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CORECSCH 2. ORIGINAL INSTRUMENTS NOT RETURNED TO THE PUBLIC These may include leases, wills and testaments, bills of sale, powers of attorney, articles of incorporation, deeds, mortgages, chattel mortgages, and other instruments.	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
LAND TRANSFERS	
CORECSCH 3. OFFICIAL DEED RECORD [IC 32-1-2-16] Original or copy of original deed record (CORECSCH 5)	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CORECSCH 4. INDEX TO OFFICIAL DEED RECORD Original or copy of original deed index (CORECSCH 5)	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CORECSCH 5. ORIGINAL DEED RECORD	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CORECSCH 6. INDEX TO ORIGINAL DEED RECORD	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CORECSCH 7. CEMETERY DEED RECORD [IC 23-10-2-4]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CORECSCH 8. SHERIFF'S DEED RECORD [IC 36-2-11-8]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.

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CORECSCH 9. TAX [SALE] DEED RECORD [IC 36-2-11-8]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CORECSCH 10. QUIET TITLE RECORD [IC 32-6-6-2]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CORECSCH 11. INDEX TO QUIET TITLE RECORD [IC 32-6-6-2]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CORECSCH 12. TRACT BOOK This is an abstract to land grants made by the federal government, showing dates of grant and filings; location and description of tract; and name, age, and nationality of patentee; also known as Letters Patent Land and Lists of Land Entries.	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CORECSCH 13. PLAT BOOK [IC 36-7-3-3]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CORECSCH 14. PLAT BOOK GENERAL INDEX [IC 36-7-3-3]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CORECSCH 15. PLATS [IC 36-7-3-3]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CORECSCH 16. INDEX OF NOTICES OF CLAIM TO REAL PROPERTY [IC 32-1-5-5]	DESTROY fifty-five (55) years after satisfaction of lien.
CORECSCH 17. DORMANT MINERAL INTEREST RECORD [IC 32-5-11-7]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
MORTGAGE TRANSACTIONS	
CORECSCH 18. OFFICIAL MORTGAGE RECORD [IC 32-8-4-1; 32-1-2-16] Original or copy of original mortgage record (CORECSCH 5)	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.

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CORECSCH 19. INDEX TO OFFICIAL MORTGAGE RECORD [IC 32-8-4-1; 32-1-2-16] Original or copy of original index mortgage (CORECSCH 5)	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CORECSCH 20. ORIGINAL MORTGAGE RECORD [IC 32-8-4-1; 32-1-2-16]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CORECSCH 21. INDEX TO ORIGINAL MORTGAGE RECORD [IC 32-8-4-1; 32-1-2-16]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CORECSCH 22. SCHOOL FUND MORTGAGE RECORD [IC 36-2-11-8]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CORECSCH 23. CHATTEL MORTGAGE RECORD [To 30 June 1935; now obsolete.]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CORECSCH 24. INDEX TO CHATTEL MORTGAGE RECORD [To 30 June 1935; now obsolete.]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CORECSCH 25. RELEASE OF MORTGAGE RECORD [IC 36-8-5-1]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CORECSCH 26. CHATTEL MORTGAGE MINUTE BOOK [1 July 1935 to 30 June 1964.]	DESTROY.
CORECSCH 27. INDEX TO CHATTEL MORTGAGE RECEIPTS [1 July 1935 to 30 June 1964.]	DESTROY.
CORECSCH 28. CHATTEL MORTGAGE RECEIPTS [1 July 1935 to 30 June 1964.]	DESTROY.

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LIENS	
CORECSCH 29. SIRE LIEN RECORD [1889-1984; now obsolete.]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CORECSCH 30. MECHANIC'S LIEN RECORD [IC 36-2-11-8]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CORECSCH 31. INDEX TO MECHANIC'S LIEN RECORD [IC 36-2-11-8]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CORECSCH 32. NOTICE OF FEDERAL TAX LIEN Form 668 (Y) (c) 1993.	DESTROY after ten (10) calendar years.
OLD-AGE ASSISTANCE	
CORECSCH 33. ABSTRACT OF OLD-AGE CERTIFICATES -- LEDGER [IC 12-14-13-5 (3); 1936-1945 and 1947-present.]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CORECSCH 34. CERTIFICATE FOR SUPPLEMENTAL ASSISTANCE TO AGED PERSONS [IC 12-14-13-5 (3)]	DESTROY twenty-five (25) years after satisfaction of lien.
CORECSCH 35. ENTRY BOOK OF OLD-AGE PENSIONS [1936-1945; now obsolete.]	DESTROY.
MILITARY RECORDS	
CORECSCH 36. ARMED FORCES DISCHARGE RECORD [IC 10-5-4-3] These records include any military discharge record 1864 to present.	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
BUSINESS ASSOCIATIONS	
CORECSCH 37. ARTICLES OF ASSOCIATION AND INCORPORATION RECORD [IC 23-1-38-6]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.

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<p>CORECSCH 38. INCREASE AND DECREASE OF CAPITAL STOCK</p> <p>These are the original filings of papers pertaining to increase and decrease of capital stock of companies.</p>	<p>PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.</p>
<p>CORECSCH 39. RESOLUTIONS OF CORPORATIONS AND ASSOCIATIONS</p> <p>These are the original filings of resolutions made by corporations and associations regarding business agreements.</p>	<p>PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.</p>
<p>CORECSCH 40. REVOCATIONS</p> <p>These are the original filings of certificates issued by Secretary of State and filed with Recorder, revoking the business privileges of various incorporated firms.</p>	<p>PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.</p>
<p>CORECSCH 41. CO-PARTNERSHIP RECORD</p> <p>[IC 23-15-1-1]</p>	<p>PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.</p>
<p>CORECSCH 42. PARTNERSHIP AGREEMENTS</p> <p>[IC 23-15-1-1]</p>	<p>PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.</p>
<p>MISCELLANEOUS INSTRUMENTS</p>	
<p>CORECSCH 43. MISCELLANEOUS RECORD</p> <p>These include transcripts of miscellaneous instruments such as affidavits, wills, agreements, articles of association and incorporation, amended articles, bills of sale, certificates, contracts, liens, dissolutions, inventions, leases, powers of attorney, and resolutions.</p>	<p>PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.</p>
<p>CORECSCH 44. REGISTER OF FARM NAMES</p> <p>[IC 36-2-11-17]</p>	<p>PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.</p>
<p>CORECSCH 45. FENCE MARKS RECORD</p> <p>[IC 32-10-7-1]</p>	<p>PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.</p>
<p>CORECSCH 46. STOCK MARK RECORD</p> <p>[obsolete]</p>	<p>PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.</p>

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CORECSCH 47. APPRENTICE INDENTURE RECORD [obsolete]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CORECSCH 48. OFFICIAL BOND REGISTER [IC 5-4-1-5.1]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CORECSCH 49. COUNTY NEWSPAPERS [1 RS 1852, ch. 75; repealed Acts 1980, ch. 211, sec. 5; obsolete]	PERMANENT. DO NOT LAMINATE. MICROFILM according to 60 IAC 2 STANDARDS. Original may be retained in office, transferred to the County Archives or destroyed upon receipt of written approval from the INDIANA COMMISSION ON PUBLIC RECORDS.
CORECSCH 50. OFFICIAL BONDS This series includes official bond, computer index, and paper index.	DESTROY after ten (10) calendar years.
CORECSCH 51. INHERITANCE TAX RECORD [1913-1931; now obsolete.]	DESTROY.
UNIFORM COMMERCIAL CODE	
CORECSCH 52. UNIFORM COMMERCIAL CODE INFORMATION REQUESTS UCC FORM 11.	DESTROY six (6) calendar years after lapse or termination.
CORECSCH 53. UNIFORM COMMERCIAL CODE FINANCING STATEMENT FILES Alpha files. [IC 26-1-9-409]	DESTROY six (6) calendar years after lapse or termination.
CORECSCH 54. UNIFORM COMMERCIAL CODE FINANCING STATEMENT INDEX Numerical file. [IC 26-1-9-409]	DESTROY six (6) calendar years after lapse or termination.
CORECSCH 55. UNIFORM COMMERCIAL CODE TERMINATION FILE [IC 26-1-9-409]	DESTROY six (6) calendar years after lapse or termination.
OFFICE ADMINISTRATION	
CORECSCH 56. ACCOUNT CONTRACTS These may include any or all of the following services: CD-ROM, specialized report, remote access, microfilm, recording account agreement, copy account agreement.	DESTROY ten (10) years after the later of the following occurs: 1) termination date for the provision of goods and/or services; or 2) expiration of any warranty or guarantee of goods or services purchased or provided, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
CORECSCH 57. FEE AND CASH BOOK County Form 3.	DESTROY after six (6) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

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CORECSCH 58. MONTHLY MORTGAGE RELEASE REPORT TO COUNTY AUDITOR [IC 36-2-11-24]	DESTROY after five (5) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
CORECSCH 59. RECORD OF INSTRUMENTS COPIED OR PROOFED County Form 138.	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
CORECSCH 60. PICK-UP CARDS [PLATS] [IC 36-7-3-3] Form 26-5-1.	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
CORECSCH 61. STATISTICS BOOK These may include any or all of the following: monthly totals, front counter annual totals, UCC annual totals, copy department annual statistics, CD revenue, general fund revenue.	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
CORECSCH 62. LOGS These may include any or all of the following: express and postal mail; plats/survey sheet and change of custody form; re-scan listing, correction, and tracking sheet; receipts list, pick-up and mail-out book, township and surveyor pick-up list; CD and microfilm pick-up sheet.	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
CORECSCH 63. INVOICES AND PACKING LISTS	DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
CORECSCH 64. FEE DOCKET [obsolete]	DESTROY.

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